

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which includes assisting the Police Chief in planning and directing all activities and services of the police department. In the absence of the Police Chief, the Assistant Police Chief will temporarily assume responsibility for the operation of the department. The employee of this class also has primary responsibilities in the areas of personnel management and public relations, in addition to directing and participating in major criminal investigations conducted by the department. The Assistant Police Chief works with a high degree of independence in the performance of duties, with work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Assists the Police Chief in managing the activities and services of the department. Acts as Police Chief in the Chief's absence. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies or procedures are needed.

Assists in performing personnel management functions, including interviewing prospective employees and making recommendations for hiring. Holds meetings with subordinate police officers for the purpose of receiving reports or disseminating information.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and providing assistance when needed. Serves as department representative at meetings of civic or professional groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Gives talks and demonstrations on law enforcement and crime prevention topics to schools and civic groups, and participates in related community relations projects. Responds to questions from the public about the operation of the police department or any related areas of law enforcement operations. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises the preparation and maintenance of departmental records by reviewing records completed by subordinates and by

periodically inspecting the facilities for maintaining such.

Supervises subordinate department employees. Assigns work or duty areas. Discusses their work performance with subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems.

Assists the Police Chief in managing the law enforcement functions of the department. Directs and participates in the investigation of major crimes committed in the jurisdiction, including investigation of thefts, burglaries, robberies, homicides, crimes related to alcohol/narcotics/controlled substances, sex offenses, or forgery. Investigates crimes by and against juveniles, and enforces laws related to juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the state of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant with at least one (1) year in that class immediately preceding the closing date for application to board.

DR	03-30-66	05-15-91
Rev	01-14-76	10-12-94
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